

Office of Collection and Dissemination

CIA LIBRARY

MISSION

The CIA Library is responsible for providing central Agency collection and reference facilities for all incoming and CIA-produced foreign intelligence information for developing and maintaining indexes and bibliographies of intelligence material, and for dissemination of intelligence material in the Agency.

FUNCTIONS

Within its field of responsibility, the CIA Library shall:

1. Receive process, disseminate, and file incoming classified documents.
2. Purchase publications required by operational and research offices.
3. Service loan requests for specific documents, books and periodicals from the Library files or through inter-library loan facilities.
4. Maintain continuous control over all TOP SECRET intelligence and registered documents.
5. Maintain an Intelligence Subject Code; analyze incoming documents on the basis of subject and area content for inclusion in a central machine index; provide reference access to indexed publications.

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7. Catalog English and foreign language books and periodicals for the Agency's collections.
8. Operate reading, microfilm, and bibliographic rooms where current newspapers, periodicals, reference publications, microfilmed documents, card catalogs and other research aids may be consulted; also maintain branch libraries as required.
9. Compile bibliographies of publications, both English and foreign language, bearing on specific requirements of the research and operational offices.
10. Publish the Intelligence Publications Index (IPI), a monthly guide to the subject-content of selected intelligence publications.
11. Provide clippings from domestic and foreign English-language newspapers and periodicals according to the requirements of the CIA offices.

SECRET

CIA Library/OCD

ANALYSIS BRANCH

MISSION

The Analysis Branch is responsible for providing a central Agency index to all incoming and CIA-produced intelligence documents by subject, area, source, security classification, and date of publication, and for preparing bibliographic descriptions of documents.

FUNCTIONS

Within its field of responsibility, the Analysis Branch shall:

1. Develop and maintain an Intelligence Subject Code for use in indexing intelligence documents.
2. Analyze and classify documents according to subject, area, source, security classification, and date of publication, for entry in a central machine index.
3. Prepare bibliographic descriptions of documents for entry on document control cards and Intellex cards.
4. Serve as the Agency adviser on intelligence abbreviations.

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CIA Library/CCL

CIRCULATION BRANCH

MISSION

The Circulation Branch is responsible for providing loan service on documents and publications in the CIA Library collection and on intelligence material obtained on inter-library loan from public and private libraries and other government agencies.

FUNCTIONS

Within its field of responsibility, the Circulation Branch shall:

1. Maintain files of incoming and CIA-produced documents, books, and periodicals.
2. Obtain on inter-library loan from public and private libraries and other government agencies documents, periodicals and books required by CIA personnel.
3. Issue, control, and follow-up on intelligence material on loan within CIA or to other intelligence agencies.
4. Maintain a microfilm collection of selected intelligence material which is not available for retention in printed form.
5. Provide microfilm reader service.
6. Operate Branch Libraries for the DD/P area, the Office of Training, the Medical Office, and the Office of Scientific Intelligence.

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CIA Library/OCD

BOOK BRANCH

MISSION

The Book Branch is responsible for providing a central Agency service for procurement, cataloging and maintenance of English language books and periodicals, publication of a monthly Intelligence Publications Index, and clipping from English language newspapers and periodicals.

FUNCTIONS

Within its field of responsibility, the Book Branch shall:

1. Procure publications for the Agency through domestic commercial channels.
2. Select, catalog, and subject-area index publications acquired for the permanent book collection of the Agency.
3. Index, by subject and area, significant finished intelligence published in journals issued by the various IAC agencies.
4. Publish a monthly Intelligence Publications Index (IPI) for circulation in the IAC community.
5. Provide clipping service from English language newspapers and periodicals.

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CIA Library/OGD

DOCUMENT BRANCH

MISSION

The Document Branch is responsible for providing a central Agency service for the dissemination of incoming and CIA-produced intelligence documents, and the exercise of control over TOP SECRET and Registered documents in accordance with Agency regulations.

FUNCTIONS

Within its field of responsibility, the Document Branch shall:

1. Receive all incoming and CIA-produced documents and prepare them for dissemination and indexing.
2. Disseminate documents in accordance with instructions provided by the Liaison Division/OGD and in conformity with Agency security procedures.
3. Disseminate intelligence journals issued regularly by IAC agencies in accordance with standard distribution patterns.
4. Maintain pertinent basic records of dissemination.
5. Operate the Central TOP SECRET Control Office, and supervise the operation of the Agency TOP SECRET control system, in accordance with instructions of the CIA TOP SECRET Control Officer.
6. Provide messenger service for OGD Divisions located in 350 - 26th Street.

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CIA Library/OCD

FOREIGN BRANCH

MISSION

The Foreign Branch is responsible for providing a central Agency service for the procurement of foreign language publications of interest to the intelligence community.

FUNCTIONS

Within its field of responsibility, the Foreign Branch shall:

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3. Direct collection and reporting activities of Publications Procurement Officers.
4. Develop and exploit sources of foreign language publications in other agencies which are of interest to CIA.
5. Publish accession lists and research aids concerning publications received.
6. Publish reports on publications of possible interest to CIA, which are currently available, obtainable on exchange, or denied for export.

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CIA Library/OCD

REFERENCE BRANCH

MISSION

The Reference Branch is responsible for providing a central Agency service for the location and evaluation of source materials required in research and operational projects.

FUNCTIONS

Within its field of responsibility, the Reference Branch shall:

1. Assist intelligence personnel in identifying, locating, and evaluating documents and books indexed in the Intellofax System.
2. Compile bibliographies of open literature, both English and foreign language, in response to specific requirements.
3. Select reference materials for addition to the permanent collections of the CIA Library.
4. Prepare research aids on material available within or outside the Agency in fields of special interest to CIA.
5. Develop and exploit sources of research materials in other libraries and private collections.

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